

# P.O.S.T. INSTRUCTOR APPLICATION

## MONTANA PEACE OFFICERS STANDARDS AND TRAINING COUNCIL

<b>Applicant Name:</b>		<b>Agency Name :</b>	
<b>Social Security #:</b>		<b>Agency Address :</b>	
<b>Applicant Address:</b>			

1. APPLICATIONS FOR POST CERTIFIED INSTRUCTOR SPECIALIZING IN:	
ORIGINAL APPLICATION {    }	RENEWAL APPLICATION {    }
Name of Subject	
Name of Subject	
Name of Subject	

2. PROFESSIONAL TRAINING SUPPORTING THIS APPLICATION				
	Name & Address of School	Diploma or Degree Awarded	Type of Degree Attained	Date of Award
<b>COLLEGE</b>		Yes {    } No {    }		
Attach transcript if Diploma or Degree was not awarded and transcripts not previously submitted to POST				

3. APPLICABLE WORK HISTORY <i>(3 years applicable work experience required)</i>				
Begin with present employment. Use additional pages if necessary.				
Employing Agency	Agency Address	Position Title	Dates Employed	
			From	To

4. TEACHING INFORMATION			
	Agency Name & Address	Course Title	Hours
Currently Teaching Courses at:			
Intend to Teach Courses at:			
Agency Supervisor or Sponsor of Course:			

## 5. ATTEST

I certify that the information contained in this application is true and correct to the best of my knowledge.

Signature of Applicant

Date

## 6. RECOMMENDATIONS

Signature of Agency Head

Date

## 7. ORIGINAL CERTIFICATIONS ONLY

**SAMPLE LESSON PLAN ATTACHED?**

**YES {    }**

**No {    }**

A copy of your lesson plan developed for training must be attached when applying for the first time to be a POST Certified Instructor or when changes are made to an existing lesson plan. Lesson plans must:

1. Detail a training block that is two to four hours in length
2. Be written for a program that you teach or plan to teach. It is permissible to attach a lesson plan that you created as part of your instructor development training. **DO NOT ATTACH A LESSON PLAN WRITTEN BY SOMEONE ELSE.**
3. Include: a.) a goal statement describing the training; b.) three to five student performance objectives for each hour of training; c.) a list of all required equipment or materials; d.) one or two references supporting the training; and e.) outline notes that an instructor would use to teach from.
4. Instructor certificates must be renewed every two years. After 2 renewals or four total years of being a Certified POST Instructor the additional Instructor renewals will be valid for 4 years.
5. No lesson plans need to be submitted when **renewing** POST Instructor certifications. You will however need a list of classes taught with the course name, location, dates, and total teaching hours. Additionally, it is required that you submit a summary paragraph of how you have stayed current on the subject that you are requesting a renewal instructor's certificate.

## THIS IS TO BE COMPLETED BY POST COUNCIL PERSONNEL

**APPROVE {    }**

**DISAPPROVE {    }**

Signature of POST Director

Date

## FOR *ORIGINAL* APPLICATIONS ONLY

**APPROVE {    }**

**DISAPPROVE {    }**

Signature of Academy Administrator

Date